

ZPAYXTM – Automatic Payroll Cash Transfer Test Mode

6/14/05

ZPAYXTM is a test-mode only transaction included in the State and Agency HR/FI Posting Specialist roles, and the State Payroll Cash Transfer role. It mirrors the actual payroll cash transfer, and may be used to quickly determine cash requirements to fund the current payroll.

ZPAYXTM may be used to provide information on one payroll run at a time for either current or prior payrolls. Information is available for Business Area, Fund, General Ledger Expenditure code, Cost Center, WBS element, and Internal Order. No personnel information is included. Reports can be totaled, subtotaled, sorted, filtered, and saved to a spreadsheet or text file.

Enter **ZPAYXTM** in the command bar. Note that this transaction is set to run only in “Test Mode”. The checkbox for Test Mode does not appear on the screen, and the user cannot uncheck the check box for Test Mode to create an actual run from **ZPAYXTM**.

Run Type default: PP – Payroll Posting

GL Account default: 5000000000 to 5999999999

Summary By Fund and Bus. Area default: unchecked

Selection for this Business Area: unchecked

Note that the “*FI Journal Detail Group*” fields show the initial default information used as a starting point for the actual payroll cash transfers. This is for the user’s information only since no postings can be made from ZPAYXTM.

Program Edit Goto System Help

Automatic Payroll Cash Transfer

Execution Group

Run Type PP

Run Number

GL Account 5000000000 to 5999999999

☐ Summary By Fund and Bus. Area

☐ Selection for this Business Area

FI Journal Detail Group

Document Date 06/14/2005

Document Type SB

Account to Debit 1100000906

Account to Credit 1100001005

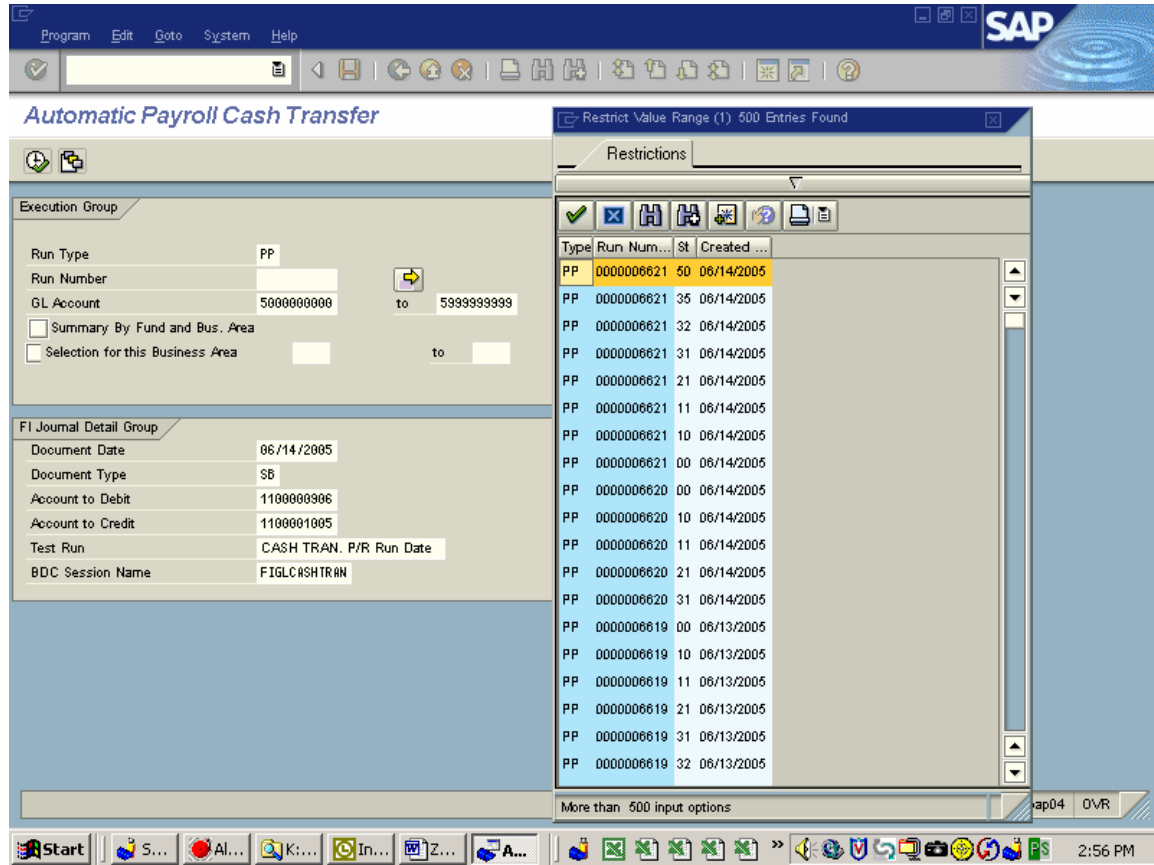
Test Run CASH TRAN. P/R Run Date

BDC Session Name FIGLC#SHTRAN

ZPAYXTM sapap04 OVR

9:48 AM

Click in the field for “Run Number”, then click on the drop-down.



The “St” column shows the posting run status. A posting run can have the following statuses:

Fixed value Short text

00	New
10	Selection is running
11	Document creation initiated
21	Document creation is running
22	Write file
23	Download file
30	No documents created
31	Documents created
32	All documents released
35	Document transfer is running
40	Transfer documents
41	Document transfer has failed
50	Documents posted
60	Reverse document creation is running
61	Reverse documents created
62	Reversal is running

63	Reversal documents have been posted
64	Reversal documents have been transferred
65	Reversal has failed
66	Reversal documents are incorrect
70	Partial archiving has been executed
80	Complete archiving has been executed
90	Documents are incorrect
91	Documents deleted
92	Deletion is running
93	Deletion of Archiving is running

The “St” column shows the Status of the Payroll run. Payroll runs with Status “50 – Documents posted” or Status “63 – Reversal Documents have been posted” have been posted to FI. Everything else should be considered preliminary, and may or may not eventually be posted to FI. A run is listed multiple times with each Status it has held.

Select a run number with Status “50”, and double click to bring it into the selection screen. Payroll run 6621 is used in this example.

The screenshot shows the SAP 'Automatic Payroll Cash Transfer' selection screen. The window title is 'Automatic Payroll Cash Transfer'. The 'Execution Group' section contains the following fields:

- Run Type: PP (with a dropdown arrow)
- Run Number: 6621 (with a double-click icon)
- GL Account: 5000000000 to 5399999999 (with a double-click icon)
- ☐ Summary By Fund and Bus. Area
- ☐ Selection for this Business Area (with a double-click icon)

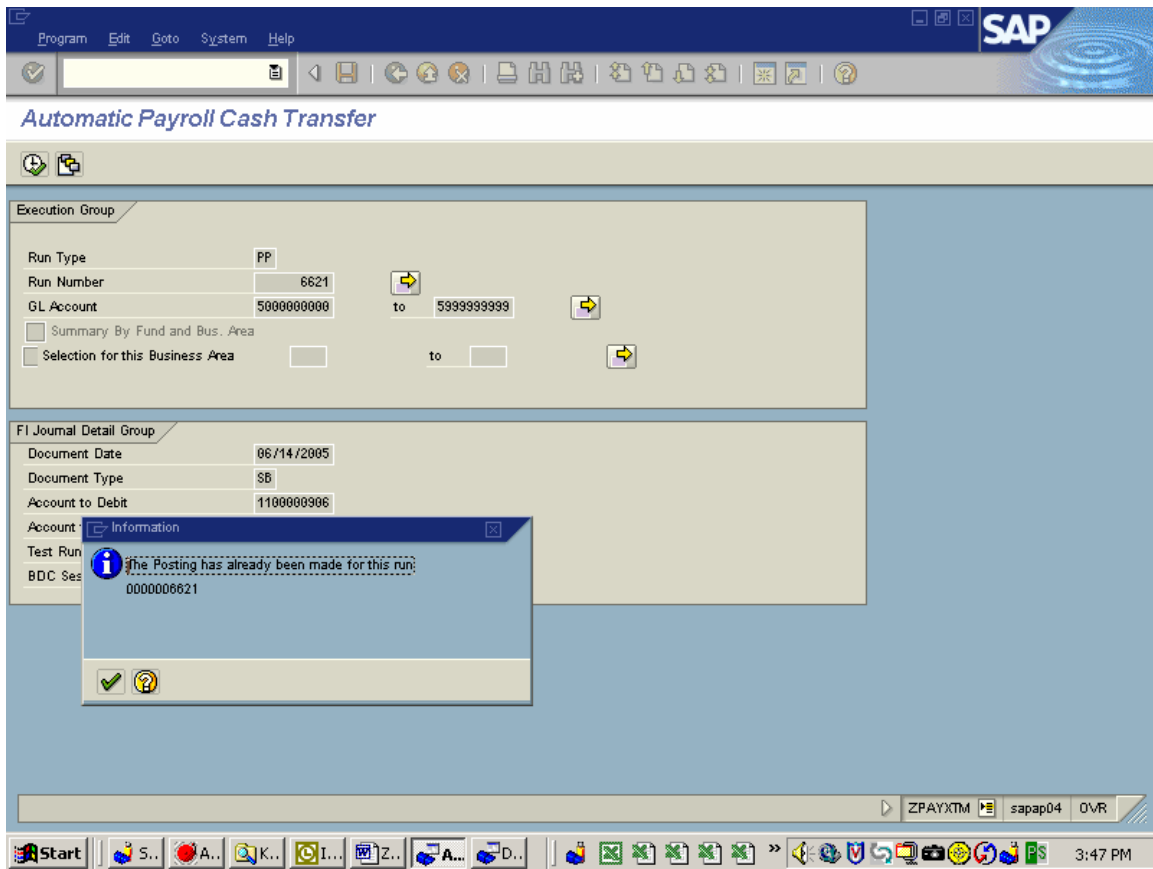
The 'FI Journal Detail Group' section contains the following fields:

- Document Date: 06/14/2005
- Document Type: S8
- Account to Debit: 1100000906
- Account to Credit: 1100001005
- Test Run: CASH TRAN. P/R Run Date
- BDC Session Name: FIGLCASHTR@N

The status bar at the bottom right shows 'ZPAYXTM', 'sapap04', and 'OVR'. The Windows taskbar at the bottom shows the Start button and several open applications, with the system clock displaying 3:32 PM.

Execute.

A pop-up box will appear if the Payroll Cash Transfer files have been created, giving the warning message “The posting has already been made for this run (number)”. Click on the green checkmark to continue.



The report will appear on the screen. If the payroll cash transfer files have been created, the heading will also show the warning received in the pop-up box as the report was created, “The posting for this run has already been made.”

Reports can be totaled, subtotaled, sorted, filtered, and saved to a spreadsheet or text file.

Automatic Payroll Cash Transfer - TEST RUN

Payroll Cash Transfer

FDPRICE 06/14/2006 15:49:55 - Page: 0 of 2
Payroll Run: 6621
The posting for this run has already been made
Z_FIGL_CASH_TRANSFER_TESTMODE - PRD100

BusA	Fund	G/L Account	Cost Center	WBS Element	Order	Amount
0470	MHC0100	5010002000	339285		ID470ZZ11	216.00
0470	MHC0100	5010005000	339285		ID470ZZ11	16.52
0470	MHC0100	5010007000	339285		ID470ZZ11	23.95
0480	HCA0100	5010001000	340740			759.33
0480	HCA0100	5010005000	340740			58.08
0480	HCA0100	5010007000	340740			84.21
0485	HCP0100	5010001000	346524			938.85
0485	HCP0100	5010005000	346524			68.73
0485	HCP0100	5010007000	346524			104.12
0630	HSC3001	5010007000	397384		ID630233	50.23
0630	HSC3001	5010005000	397384		ID630233	34.64
0630	HSC3001	5010001000	397384		ID630233	462.91
0645	BAA0100	5010002000	673090		ID645781	285.00

Start | S.. | A.. | K.. | L.. | Z.. | A.. | D.. | 3:50 PM